

 <b>MISSOURI SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>STATE RECORDS CENTER</b>	
Department, Division, Agency, Other	
Record Series Number: Description:	Title:
Description of Contents	
Cutoff Date	
Accession Number	Box
Location	
(BARCODE)	

Proposed Box Label



MISSOURI SECRETARY OF STATE  
RECORDS MANAGEMENT DIVISION  
STATE RECORDS CENTER

Department, Division, Agency, Other  
**03 06 01 00**  
**Secretary of State**  
**Records Services Division**  
**Records Management**

Record Series

Number: **02007.01** Title: **Records Transmittal and Receipt Files**

Description: Inactive Transmittal forms for accessions that were in the State Records Center but have been disposed of or permanen

Description of Contents

**Closed Transmittal forms for records disposed of from Fiscal Years 1997 thru 1999**

Cutoff Date **06/30/1999**

Accession Number

**2005 0234**

Box

**2 of 4**

Location

**Annx 2**

**257908**

(BARCODE)

Proposed Box Label – with Sample Data for Illustration

## MICROFILM BOX LABELS

Labels are attached to each box containing a roll of microfilm. Actual label is 3-7/16" long by 9/16" high (file folder label size). Each label will have the following information:

**Location:** This is a unique location number that will allow Imaging Services to locate a particular roll of film within the Vault.

**Office Code:** This is the number assigned to each agency by Records Management.

**Unique Film ID:** This number is assigned to each roll.

**Content Description:** This briefly identifies the file information for the beginning and ending files on the roll of film.



